

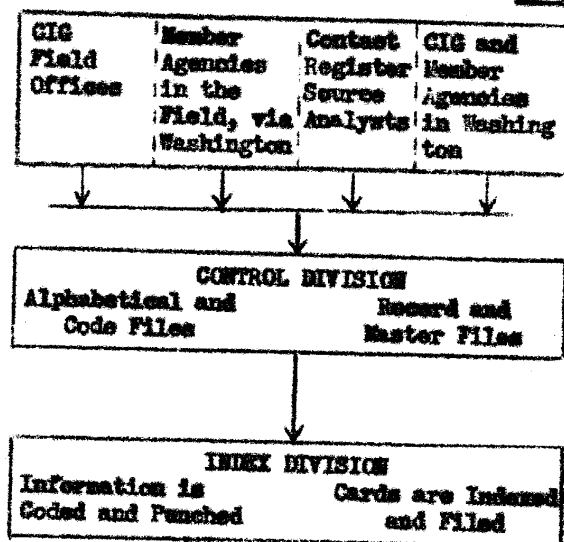
CONTACT REGISTER

(Flow Chart I)

INCOMING INFORMATION

25X9A2

25X9A2



Names and background information are forwarded to the Contact Register - both organizations and individuals.

Sources are recorded and assigned coded, control numbers, and are then checked against standing directives for possible immediate use.

Information is coded and verified, entered on punch cards and verified, and cards are filed in the Index. Originals are returned to the Master File in the Control Division.

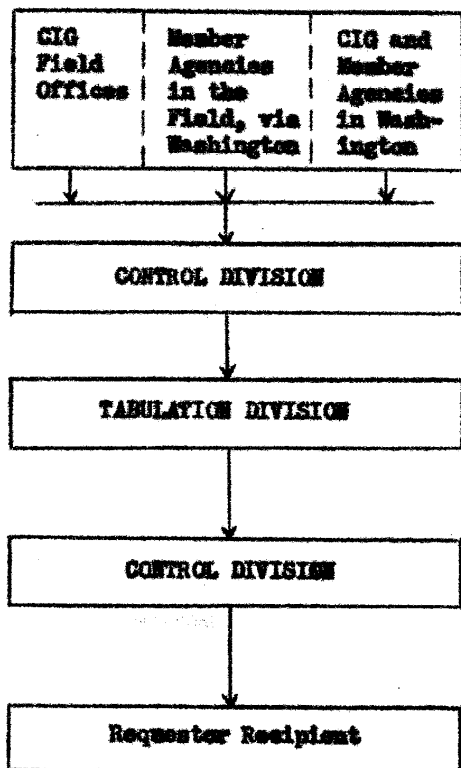
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CONTACT REGISTER

(Flow Chart II)

USE OF INFORMATION



Requests are originated asking for security check, contact approval, or assistance in locating or assembling information relative to a problem in hand.

Requests are checked and analyzed for completeness and clarity, and are then recorded.

Request is coded and punched on a selector card for use on the collator or is coded and wired on a board for use on the tabulator, the technique to be used depending upon the nature of the request. Results are listed or put in report form to go to the Control Division.

Individuals checked against Master File to insure accurateness and validity as a potential source before response to request is released. (See also Security Checks and Contact Control explanatory diagram).

Action will be taken with each potential source after checking with local CIG Office, and in conformity with the conditions noted on the response to the request. Record of contact and results are to be entered on the individual's records in the Contact Register.

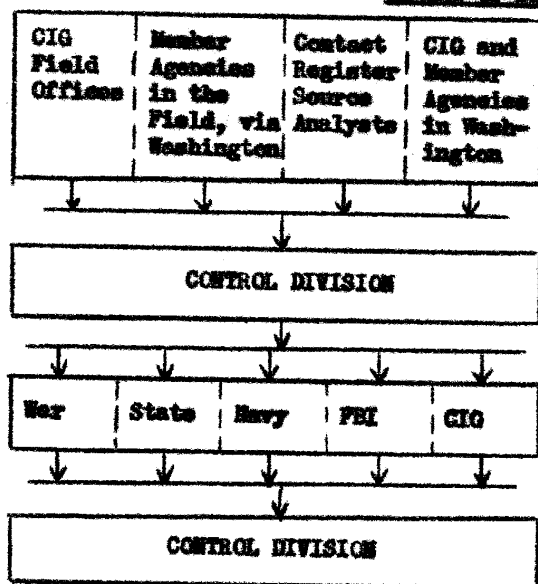
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CONTACT REGISTER

(Flow Chart III)

RECORD OF SECURITY "NAME CHECKS"



Names of individuals and organizations obtained from requests and from lists of potential sources prepared by the Contact Register's Source Analysts.

Name is received, recorded and assigned coded control number.

Names sent to War, State, Navy, FBI, and CIG for "name check" and return to the Contact Register.

Security check records entered on individual's or organization's Alphabetical card. No names of individuals or organizations are released for contact until they have been security cleared.

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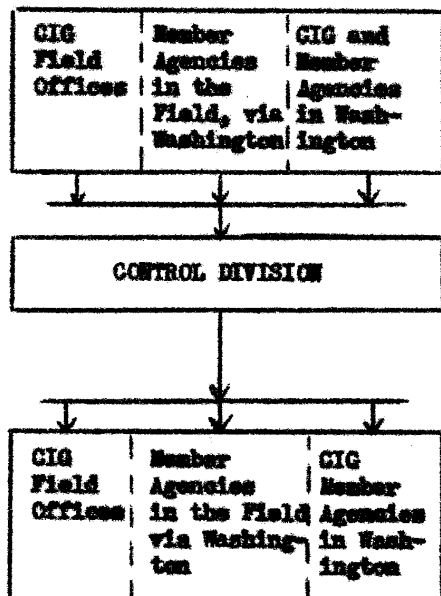
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CONTACT REGISTER

(Flow Chart IV)

CONTACT CONTROL (A)

(If request already bears name of source to be tapped).



Request for information on a specific individual(s) is forwarded to the Contact Register.

Request is recorded, name(s) is checked against the Alphabetical File and if previous contact is indicated the nature of the information now desired is compared with the potential source's Master File folder. If no duplication is apparent in the records (and Security is passed) freedom to contact is granted.

Contact is made and resultant records (including date of interview, subjects and areas covered, evaluation of individual and information, agency making the contact) will be forwarded to the Contact Register for addition to the individual's or organization's record.

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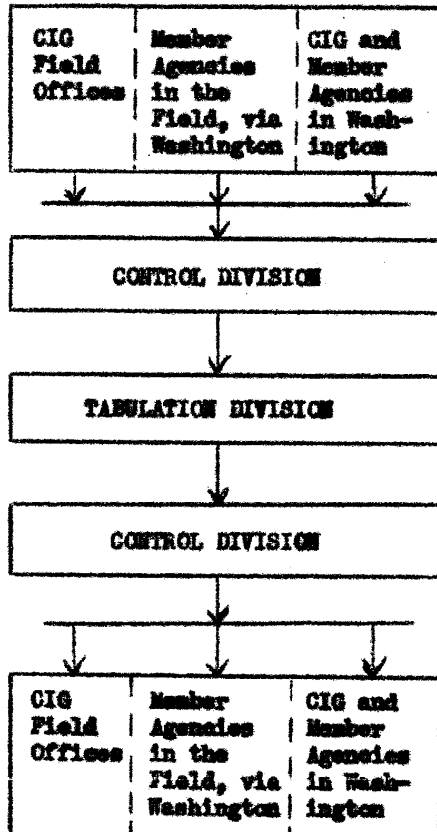
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CONTACT REGISTER

(Flow Chart V)

CONTACT CONTROL (B)

(If request is for potential sources and bears area and subject of interest but no names.)



Request for a list of sources having information on a particular subject is forwarded to the Contact Register.

Request is recorded, examined for completeness and specificity, and sent to the Tabulation Division for action.

Indexes are processed for potential sources by tabulation, collation or sorting.

Name is checked against the Alphabetical File and if previous contact is indicated the nature of the information now desired is compared with the potential source's Master File folder. If no duplication is apparent in the records (and Security is passed) freedom to contact is granted.

Contact is made and resultant records (including date of interview, subjects and areas covered, evaluations of individual and information, agency making the contact) will be forwarded to the Contact Register for addition to the individual's or organization's record.

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